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**STANDARDS OF APPRENTICESHIP**  
adopted by

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

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<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CONSTRUCTION ELECTRICIAN		824.261-010	8000 HOURS
LOW ENERGY/SOUND AND COMMUNICATION TECHNICIAN		829.281-022	4800 HOURS
MAINTENANCE ELECTRICIAN		829.281-014	4000 HOURS
NEON AND ELECTRICAL SIGN INSTALLER		824.281-018	6000 HOURS
OUTDOOR LIGHTING AND TRAFFIC SIGNAL INSTALLER		824.261-010	4000 HOURS
RESIDENTIAL WIREMAN		824.261-010	4000 HOURS
SHOP ELECTRICIAN		721.484-010	8000 HOURS
SOUND COMMUNICATION & ELECTRICAL CONTROL TECHNICIAN		829.281-022	8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

MAY 23, 1941  
Initial Approval

APRIL 16, 2004  
Committee Amended

OCTOBER 17, 2003  
Standards Amended (review)

JANUARY 16, 2004  
Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**All functions of the Committees shall be on the basis of non-profit endeavor for the good and welfare of the apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area which these Standards cover shall be King, Jefferson, Kitsap, and Clallam Counties.**

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**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

**A. Individuals may enter the pool of qualified applicants by any of the following means (1-5) stated below. Every individual selected for apprenticeship shall come from this established pool.**

**1. All Trades:**

**Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprenticeship Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview. To be interviewed, applicants must meet the following requirements:**

- |                   |  |
|-------------------|--|
| <b>Age:</b>       | <b>Be a minimum of 18 years of age at the time of application.</b>   |
| <b>Education:</b> | <ul style="list-style-type: none"><li><b>a. Show evidence of successful completion (with a "C" or better) of one full year of high school algebra or one post high school algebra course or provide evidence of having completed the NJTAC Math Course with a minimum score of 75%.</b></li><li><b>b. Be at least a high school graduate or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two-year Associate Degree or higher. (or a minimum score of 2500 on the new G.E.D.)</b></li><li><b>c. Provide an official transcript for high school (year or years completed) and post high school education and training. All GED records must be submitted if applicable.</b></li></ul> |
| <b>Physical:</b>  | <b>Be physically capable of performing the job requirements.</b>   |
| <b>Testing:</b>   | <b>Must obtain a qualifying score, using the electrical trade's aptitude test developed and validated by the American Institutes of Research (NJATC Apprentice Selection Test). "Construction Electrician Only" must additionally obtain a score of 40 in Writing, 43 in Numerical, and 40 in Reading on the ASSET Test or the</b>   |

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equivalent Compass Test scores of 57 in Writing, 54 in Pre-Algebra, and 75 in Reading.

- Other:**
- a. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
  - b. Possess and maintain a valid driver's license.
  - c. Complete an application form. (There is an application fee payable at time of application)

**2. Construction Electrician Only:**

In lieu of EDUCATION and TESTING minimum qualifications as listed above, individuals who can verify (by providing indisputable documenting evidence) that they have worked a minimum of four thousand (4000) hours specifically in the electrical construction trade will qualify for an oral interview by the JATC to be considered along with other qualified applicants.

The individual must take the same aptitude and ASSET (or COMPASS) tests required of other applicants - for counseling purposes only. The individual also must provide to the JATC proper documentation that defines his/her experience in the electrical construction industry. This documentation must be comprised of official documents from the appropriate state or federal agencies. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)

**3. Construction Electrician Only:**

In lieu of EDUCATION and TESTING minimum qualifications as listed above, individuals who have worked a minimum of forty-five hundred (4500) hours as a Residential Wireman under an IBEW/NECA Local Collective Bargaining Agreement, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.

- a. All available Residential Apprenticeship records will be provided to the JATC. The individual also must take the same aptitude and ASSET (or COMPASS) tests required of other applicants - for counseling purposes only. (Note: meeting this qualification allows the applicant to be

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interviewed during the normal selection process - this is NOT a form of direct entry.)

- b. Such individuals entering the program with an IBEW Residential Wireman classification will awarded four thousand (4000) hours credit toward their hours of OJT required under these standards. The individual will also be credited with two (2) years of related training provided they have completed either the two (2) or three (3) year IBEW/NECA residential training program; otherwise, if selected, they will be properly evaluated and placed in the appropriate year of related training.

**4. Construction Electrician Only:**

In lieu of EDUCATION and TESTING minimum qualifications as listed above, individuals previously registered in a properly registered electrical construction apprenticeship program not sponsored by IBEW/NECA, will qualify for an oral interview by the JATC to be considered along with other qualified applicants provided:

- a. They have completed at least three (3) years of the non-joint apprenticeship program's related classroom instruction and acquired a minimum of forty-five hundred (4500) hours of on-the-job training experience in the commercial and/or industrial area.
- b. They have provided the JATC with official documentation pertaining to their participation in the non-IBEW/NECA electrical construction program. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the apprenticeship agreement properly registered by the appropriate Registration Agency. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications.
- c. They must take the same aptitude and ASSET (or COMPASS) tests required of all other applicants - for counseling purposes only.

If all provisions stated in paragraphs a, b, and c are not met, the individual must meet all qualifications stipulated in paragraph (II.A.1) above. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)

**5. Transfer of Apprenticeship - Direct Entry:**

In order to transfer an apprenticeship agreement between two (2) local IBEW/NECA JATC's having registered inside apprenticeship programs, the following requirements must be met:

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- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- b. The apprentice's sponsoring JATC must agree to the transfer.
- c. The receiving JATC must agree to accept the transfer.
- d. The parent organizations of both JATCs [the two (2) NECA Chapters and the two (2) IBEW Local Unions] must agree to the transfer.
- e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- f. The transferring apprentice must:
  - (1) Complete an application form.
  - (2) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.
  - (3) Take the same aptitude and ASSET (or COMPASS) tests required of all other applicants (if they have not already done so).
  - (4) Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
  - (5) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.

**6. Residential Wireman and Low Energy/Sound Communication Technician only:**

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In lieu of education & testing as listed above, individuals who have accumulated a minimum of twenty-four (2400) hours of residential work experience (or L.E./S&C), shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC or the Subcommittee using consistent, standard, nondiscriminatory means (see Section IX.E) and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process, this is NOT a form of direct entry.) For such applicants to be considered:

- a. The applicant must provide the JATC with proper documentation that defines their experience in the residential industry (or L.E./S&C). This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements.
- b. The JATC will examine all documentation submitted before qualification is acknowledged.
- c. An absolute minimum of two thousand four-hundred hours of **RESIDENTIAL WORK EXPERIENCE** (or L.E./S&C) must be proven to meet this qualification.

**7. ALL TRADES:**

A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process; this is NOT a form of direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section IX E), if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:

- a. Complete an application form, accurately responding to all questions and items including statements indicating that they are:
  - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.

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- (2) Able to get to and from job sites anywhere within the geographical area that this apprenticeship program covers.
    - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
    - (4) Able to climb and work from ladders, scaffolds, poles, and towers of various heights.
    - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspace.
    - (6) Able to read, hear, and understand instructions and warnings.
  - b. Have previous military work experience in the identified MOS as stipulated above.
  - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision
- B. All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship must complete:**
- 1. A drug screen test. Cost of the test is to be borne by the JATC.
  - 2. Any individual entering through organizing or through the normal selection process who tests positive for drugs or who does not take their test within 24 hours will not be registered. Individuals that are refused admission to or dropped from the program for substance abuse are not eligible to apply for readmission to the Puget Sound Electrical JATC for 12 months.
  - 3. The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a policy exists and given an opportunity to review it.
  - 4. A physical examination as outlined by the NJATC. Cost to be borne by the JATC.
  - 5. A background check. Cost to be borne by the JATC.
  - 6. Must reside in the geographical area covered by the standards.
  - 7. Must possess and maintain a valid Washington driver's license.

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT  
OPPORTUNITY PLAN:**



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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **Application Notice and Schedule:**

**The committee will accept applications on a year-round basis on dates and times specified by the Committee.**

2. **Application Process:**

- a. **Applications are accepted on each Tuesday and Thursday of each week between 9:00 a.m. and 3:30 p.m. year round, except holidays. Applications will be provided to all interested individuals for a fee at:  
Puget Sound Electrical JATC  
550 SW 7th Street  
Renton, WA 98055**
- b. **Individuals must apply in person; applications must be completed and returned on site.**
- c. **Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.**
- d. **Applicants will indicate at the time of application whether they are applying for the Inside, Residential, Neon Sign Installer, and/or Limited Energy program(s).**
- e. **All supporting documentation must be submitted at time of application.**

3. **Verification of minimum qualifications:**

**All applications and supporting documentation will be reviewed for minimum qualifications.**

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**4. Non-qualified applicants:**

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection and the requirements for admission to the eligibility pool.

**5. Aptitude Test:**

- a. All qualifying applicants will be scheduled to take the NJATC aptitude test and must obtain a minimum qualifying score to qualify for an interview.
- b. All construction electrician applicants must provide qualifying test results for writing skills, reading skills, and numerical Skills on the asset test or provide qualifying test results for Writing, Reading, and Pre-Algebra on the COMPASS Test, by specified deadline to qualify for an interview.

**6. Pool of eligible applicants:**

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of two (2) years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address.

**7. Apprenticeship Agreement:**

- a. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- b. Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the Apprenticeship Agreement, and sections of the Collective Bargaining Agreement that pertains to

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apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

- c. Prior to signing the Apprenticeship Agreement, the selected applicant must complete the Electrical Industry Orientation (full attendance is mandatory) or a similar program that meets or exceeds the same criteria, as determined by the JATC. Upon completion of the class, the selected applicant will sign the apprenticeship agreement and be eligible for a training assignment.

**8. Placement:**

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of the eligible.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.
- d. Any individuals who quits, is terminated from the program, or fails to complete "Electrical Industry Orientation", must wait for [12] months from the separation date to be eligible for re-application.

**9. EXCEPTIONS:**

- a. An employee of a nonsignatory employer not qualifying as a Journey-level worker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:

(1) Complete an application form.

(2) Provide an official transcript for high school and post high school education and training.

(3) Take the same aptitude and ASSET (or COMPASS) tests required for all other applicants - for counseling purposes.

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- (4) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.
  - (5) Be deserving of advanced standing, based upon evaluation by the JATC.
  - (6) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.
- b. An individual who signs an authorization card during an organizing effort - wherein fifty (50) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the nonsignatory employer and does not qualify as a Journey-level worker, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:
  - (1) Be employed in the JATC's jurisdiction when the authorization card was signed.
  - (2) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
  - (3) Complete an application form.
  - (4) Provide an official transcript for high school and post high school education and training.
  - (5) Take the same aptitude and ASSET (or COMPASS) tests required of all other applicants - for counseling purposes.
  - (6) Provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.
  - (7) Be deserving of advanced standing based upon evaluation by the JATC.
  - (8) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.
- c. Registered Native Americans who have secured work under a TRIBAL project may receive direct entry into apprenticeship provided:

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- (1) The employer is an approved training agent of this committee.**
- (2) The applicant has met the minimum qualifications of these standards for the occupation in question.**

**-OR-**

**Complete additional supplementary training as deemed (utilized as having the ability to "determine" what additional training classes are needed for a TERO direct entry person not meeting minimum qualifications) necessary by the committee prior to completing the probationary period. It is understood that the applicant must also provide an official transcript from high school and post high school education and training, and take the same aptitude and ASSET (or COMPASS) tests required of all other applicants.**

**B. Equal Employment Opportunity Plan:**

**On behalf of the NECA/IBEW electrical contractors and union electricians, the Puget Sound Electrical JATC has pledged that the recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, gender, age, or handicaps/disabilities that do not hinder satisfactory job performance. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council, and Title 29, Part 30 of the Code of Federal Regulations. Any individual who has a problem is encouraged to bring it to the attention of the JATC, who is ready and willing to help. This should be submitted to the Puget Sound Office in writing.**

**In order to promote equal opportunity, the PSE JATC will take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool. The Affirmative Action Plan will consist of the following activities; while the JATC need not necessarily pursue all activities listed, it is expected to make a good faith effort to participate in those activities which are likely to accomplish its affirmative action goals.**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Newspaper or radio ads to be run if needed and if feasible, given the limitation of JATC finances and personnel. Special emphasis shall be given to media organizations or programs identified with the minority community or with women.**
- 3. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**

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4. The JATC shall communicate its equal opportunity policy to its employees and shall enlist their support in furthering the Affirmative Action Plan. Program sponsors will be encouraged to inform their members of the Plan in order to acquaint all involved with the goals of the program and to enlist their cooperation.
5. Where advanced standing or credit on the basis of previously acquired experience or training is given, the policy shall be applied to all applicants equally.
6. The JATC may initiate or participate in any other action which it considers likely to ensure that equal opportunity and affirmative action goals are met.

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**A. Construction Electrician:**

The term of apprenticeship shall be 8000 hours of reasonably continuous supervised employment. The JATC shall attempt to provide for participation in all of the work processes as outlined in Section 8 of these Standards.

**B. Low Energy/Sound and Communication Technician:**

The term of apprenticeship shall not be less than 4800 hours of employment.

**C. Maintenance Electrician:**

The term of apprenticeship shall be no less than 4000 hours of reasonably continuous employment and may require more than two (2) years to complete in view of extended employment lapses.

**D. Outdoor Lighting and Traffic Signal Installer:**

The term of apprenticeship shall be 4000 hours of reasonably continuous employment.

**E. Residential Wireman:**

The term of apprenticeship shall be no less than 4000 hours of reasonably continuous employment and may require more than two (2) years to complete in view of extended employment lapses.

**F. Shop Electrician, Sound Communication & Electrical Control Technician:**

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The terms of apprenticeship shall be 8000 hours of reasonably continuous employment. Allowances will be made for time off due to industrial accident, seasonal and economic conditions affecting the availability of work and as otherwise noted under the work experience schedule. No consideration shall be given to extended periods of interruption in the work experience for personal or any artificial reasons. Eighteen hundred (1800) hours of work in a year shall be considered reasonably continuous employment. However, the Committee may, by special consideration, allow a lesser number of hours but in no case less than 1500 hours.

**G. Neon and Electrical Sign Installer:**

The Term of apprenticeship shall not be less than 6,000 hours of employment.

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**GENERAL:**

During the probationary period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Washington State Apprenticeship and Training Council (WSATC) shall be notified of such cancellations. Furthermore, the WSATC shall be notified of any extension of the probationary period [documenting action taken to address the issue(s) involved] in lieu of terminating the apprenticeship agreement.

During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

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**A. Construction Electrician:**

**The first 1600 hours of employment and satisfactory performance of related classroom training up to the completion of the first school year shall constitute the probationary period.**

**Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge, and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period following appropriated reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all applicants.**

**B. Low Energy/Sound and Communication Technician:**

**The first 960 hours of employment after signing of the Agreement shall be a probationary period.**

**C. Outdoor Lighting and Traffic Signal Installer, Residential Wireman, Maintenance Electrician:**

**The first 800 hours of employment after signing of the Agreement shall be a probationary period.**

**D. Shop Electrician, Sound Communication & Electrical Control Technician:**

**All apprentices shall be subject to a probationary period not exceeding the first 1600 hours of employment.**

**E. Neon and Electrical Sign Installer:**

**The first 1200 hours of employment after signing the Apprenticeship Agreement shall be a probationary period.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))



**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

Apprentices shall at all times work under the direct and personal supervision of a journey-level worker.

**A. Construction Electrician; and Low Energy/Sound and Communication Technician:**

The Committee shall allow each qualified employer a ratio of one (1) first (1st) year apprentice to one (1) apprentice to three (3) journey-level workers on any job or in any shop as shown below.

<b><u>JOURNEY-LEVEL WORKERS</u></b>	<b><u>APPRENTICES</u></b>
1	1
2-3	2
4	3
5-6	4
7	5
8-9	6
10	7
11-12	8
13	9
14-15	10
16	11
17-18	12
19	13
20-21	14
22	15
23-24	16
25	17
26-27	18
28	19
29-30	20

**B. Maintenance Electrician and Residential Wireman:**

One (1) apprentice may be employed for each one (1) journey-level worker steadily employed. At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker. Ratio is applied to each job site or contract.

**C. Outdoor Lighting and Traffic Signal Installer:**

At no time shall the ratio exceed one (1) apprentice employed after one (1) journey-level worker is employed, and one (1) additional apprentice may be employed for each three (3) journey-level workers steadily employed thereafter. Ratio is applied to each job site or contract.

**D. Shop Electrician:**

One (1) apprentice may be employed per jobsite after one (1) journey-level worker is employed and one (1) additional apprentice may be employed for each two (2) journey-level workers steadily employed thereafter.

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**E. Sound Communications & Electrical Control Technician:**

Apprentices shall be hired under the rules and regulations of the Apprenticeship Committee. In shops where the one (1) journey-level worker is employed, or the owner is a recognized journey-level worker, the shop may apply for one (1) apprentice. In shops where three (3) or more journey-level workers are employed, the shop may apply for one (1) apprentice. The ratio of apprentices to journey-level worker shall be one (1) apprentice for each three (3) journey-level workers with the exception of the shop only having one (1) journey-level worker. Ratio of apprentices applies to each job site or contract.

**F. Neon and Electrical Sign Installer:**

One (1) apprentice may be employed for each one (1) journey level worker steadily employed. At no time shall be ration exceed one (1) apprentice to one (1) journey level worker. Ratio is applied to each jobsite or contract.

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

The Registration Agency will be notified of all changes to the journey-level worker rate in a timely manner.

**A. Construction Electrician:**

<b>Period</b>	<b>% of Journey-Level Worker Rate</b>	<b>Minimum Accumulated OJT Hours</b>	<b>+</b>	<b>Related Training Completed</b>
<b>1</b>	<b>40%</b>	<b>0 - 1000 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>2</b>	<b>50%</b>	<b>1001 - 2000 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>3</b>	<b>55%</b>	<b>2001 - 3500 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
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<b>4</b>	<b>65%</b>	<b>3501 - 5000 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>5</b>	<b>75%</b>	<b>5001 - 6500 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>6</b>	<b>85%</b>	<b>6501 - and above hours</b>	<b>+</b>	<b>Satisfactory Progress</b>

**To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.**

**For construction Electrician Apprentices registered after January 1, 2003, the following schedule applies.**

<b>Period</b>	<b>% of Journey- Level Worker Rate</b>	<b>Minimum Accumulated OJT Hours</b>	<b>+</b>	<b>Completed Training required to advance to next period</b>
<b>1</b>	<b>40%</b>	<b>0000 - 1000 hours</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>2</b>	<b>50%</b>	<b>1001 - 2000 hours</b>	<b>+</b>	<b>1st Year School</b>
<b>3</b>	<b>55%</b>	<b>2001 - 3500 hours</b>	<b>+</b>	<b>2nd Year School</b>
<b>4</b>	<b>65%</b>	<b>3501 - 5000 hours</b>	<b>+</b>	<b>3rd Year School</b>
<b>5</b>	<b>75%</b>	<b>5001 - 6500 hours</b>	<b>+</b>	<b>4th Year School</b>
<b>6</b>	<b>85%</b>	<b>6501 - and above</b>	<b>+</b>	<b>*</b>

**\*Apprentices will only be eligible for advancement to Journey-level Wireman classification when all JATC program requirements are met and the apprentice is "turned out" by the JATC.**

**B. Low Energy/Sound and Communication Technician:**

<b>Step</b>	<b>% of Journey- Level Worker Rate</b>	<b>Minimum Accumulated OJT Hours</b>	<b>+</b>	<b>Related Training</b>
<b>1</b>	<b>60%</b>	<b>0 - 800</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>2</b>	<b>65%</b>	<b>801 - 1600</b>	<b>+</b>	<b>1st Period School Completed</b>
<b>3</b>	<b>70%</b>	<b>6 months + 1601 - 2400</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>4</b>	<b>75%</b>	<b>6 months + 2401 - 3200</b>	<b>+</b>	<b>2nd Period School Completed</b>
<b>5</b>	<b>80%</b>	<b>6 months + 3201 - 4000</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>6</b>	<b>85%</b>	<b>6 months + 4001 - 4800</b>	<b>+</b>	<b>Completion of RSI</b>

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
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**C. Maintenance Electrician:**

At the end of each 900 work hours, the subcommittee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the Agreement.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0900 hours	50%
2	0901 - 1800 hours	55%
3	1801 - 2700 hours	75%
4	2701 - 4000 hours	85%

**D. Outdoor Lighting and Traffic Signal Installer:**

1. Apprentices shall not be paid less than the following percentage of the journey-level worker hourly rate plus fringe benefits as determined by the current Inside Construction Bargaining Agreement for construction electricians between the international Brotherhood of Electrical Workers, Local #46, and the Puget Sound Chapter, National Electrical Contractors Association
2. At the end of each 1000 work hours, the Committee shall examine the progress of the apprentice on-the-job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the Agreement.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	85%

**E. Shop Electrician:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

**F. Sound Communication & Electrical Control Technician**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>55%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>65%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>70%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>75%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>80%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>85%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>90%</b>

**G. Neon and Electrical Sign Installer:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 2000 hours</b>	<b>60%</b>
<b>2</b>	<b>1001 - 4000 hours</b>	<b>70%</b>
<b>3</b>	<b>4001 - 6000 hours</b>	<b>80%</b>

**H. Residential Wireman:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0900 hours</b>	<b>55%</b>
<b>2</b>	<b>0901 - 1800 hours</b>	<b>60%</b>
<b>3</b>	<b>1801 - 2700 hours</b>	<b>65%</b>
<b>4</b>	<b>2701 - 4000 hours</b>	<b>75%</b>

**Basic wages for work performed in the counties of Kitsap, Jefferson and Clallam shall be 88% of base wage for King County. Apprentices performing work in those counties shall have their base wages adjusted accordingly.**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**A. Construction Electrician**

**APPROXIMATE HOURS**

**In order that the apprentice may acquire the necessary skills of the trade in its various categories, he or she shall (as near as possible) be provided with OJT in the following categories and amounts.**

- 1. RESIDENTIAL - Wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation .....900**
- 2. COMMERCIAL - Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation .....2500**
- 3. INDUSTRIAL - Wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and the necessary shop work and preparation.....2000**
- 4. SPECIALIZED SYSTEMS - wiring of systems which include: sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems .....1500**
- 5. General knowledge of materials .....500**
- 6. Motors & Controls.....600**

**Minimum Hours: 8000**

**All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**B. Low Energy/Sound and Communication  
Technician**

**APPROXIMATE HOURS**

In order that the apprentice may acquire the necessary skills of the trade in its various categories, he or she shall (as near as possible) be provided with employment in these categories with specified amounts of experience required.

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

1. **RESIDENTIAL:** Wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparations.....400
2. **COMMERCIAL:** Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation .....2000
3. **INDUSTRIAL:** Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same, and the necessary shop work and preparation .....1000
4. **SPECIALIZED SYSTEMS:** Wiring of systems, which include sound, data transmission, telephone, LAN, fiber optics, closed circuit television, security systems and servicing and troubleshooting of telecommunications systems .....1400

**TOTAL HOURS: 4800**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**C. Maintenance Electrician**

**APPROXIMATE HOURS**

In order that the apprentice may acquire the necessary skills of the trades in its various categories, employment shall (as near as possible) be provided in the following categories and amounts:

- |  |      |
|--|------|
| 1. Commercial and industrial wiring .....  | 1000 |
| 2. Assembly .....                          | 1000 |
| 3. Install light and power equipment ..... | 1000 |
| 4. Motor repair .....                      | 1000 |

**TOTAL HOURS:                    4000**



**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

<b><u>D. Neon and Electric Sign Installer</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Knowledge of metals and materials related to the trade.....	1000
2. Commercial wiring installation .....	1000
3. Transformers and high frequency circuits.....	1000
4. Wiring on neon signs .....	2000
5. Rigging and scaffolding .....	1000
<b>TOTAL HOURS:</b>	<b>6000</b>

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**E. Outdoor Lighting and Traffic Signal Installer                      APPROXIMATE HOURS**

In order that the apprentice may acquire the necessary skills of the trades in its various categories, employment shall (as near as possible) be provided in the following categories and amounts:

1. Blueprint reading.....	330
2. General knowledge of materials .....	165
3. Safety .....	165
4. Lighting.....	670
5. Controllers.....	670
6. Cable.....	330
7. Circuitry .....	670
8. Conduit.....	330
9. Standards .....	500
10. Special Equipment .....	170

**TOTAL HOURS:                      4000**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**F. Residential Wireman**

**APPROXIMATE HOURS**

In order that the apprentice may acquire the necessary skills of the trades in its various categories, employment shall (as near as possible) be provided in the following categories and amounts:

1. Wiring of outlets in single family residences .....	1300
2. Wiring of general outlets in multiple family residences .....	500
3. Wiring of general outlets in apartment buildings .....	500
4. Wiring of service connection meters and distribution .....	300
5. Major appliance installation and service .....	100
6. Remodeling of residential buildings .....	500
7. Installation and service of TV and FM antenna systems .....	50
8. Installation and service of intercom systems .....	75
9. Installation and service of music systems .....	75
10. Installation, service, and control of electrical heat .....	500
11. Installation, service, and control of air-conditioning .....	100

<b>TOTAL HOURS:</b>	<b>4000</b>
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**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**G. Shop Electrician**

**APPROXIMATE HOURS**

1. General operation .....	320
2. Strip winding .....	320
3. Coil Winding.....	1000
4. Transformers.....	1000
5. Repairing direct current machine .....	2000
6. Repairing alternating current machines.....	1000
7. Repairing AC and DC controllers and resistors .....	500
8. Switchboards, instruments and meters.....	500
9. Small motor repairs .....	500
10. Outside service and repairs.....	860

<b>TOTAL HOURS:</b>	<b>8000</b>
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**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**H. Sound Communication & Electrical Control  
Technician**

**APPROXIMATE HOURS**

**1. Shop work:**

a. Test equipment and tool usage.....	120
b. Bench assembly techniques .....	1000
c. Rack assembly .....	1000
d. Electronic communications equipment repair .....	300
e. Fire alarm equipment repair .....	200
f. Burglar alarm equipment repair .....	200
g. MATV and CCTV equipment repair.....	300
h. Special School.....	80

**2. Field Work:**

a. Sound, communication equipment installation.....	1000
b. Fire alarm equipment installation .....	1000
c. Burglar alarm equipment installation .....	1000
d. TIATV and CCTV equipment installation.....	1000
e. Systems trouble shooting.....	720
f. Customer relations.....	80

**TOTAL HOURS: 8000**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- ( ) Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify)
  - 1. **Construction Electrician - NJATC Five-Year Inside Wireman Apprenticeship Course**
  - 2. **Low Energy/Sound and Communication Technician - NJATC Telecommunications Installer-Technician Apprenticeship Course Material**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND  
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- 3. Outdoor Lighting and Traffic Signal Installer; Residential Wireman;  
and Maintenance Electrician - A combination of approved NJATC  
courses.**

**200** Minimum RSI hours per year **per trade**, (see WAC 296-05-305(5))

Additional Information:

- A. The Committee shall secure such course material and equipment as may be necessary.**
- B. The instructors shall give periodic examinations and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
- C. Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement.**
- D. Should an apprentice fall below an 84% G.P.A., the JATC may require attendance at special tutoring classes.**
- E. An apprentice may obtain permission from the Training Director to challenge the 1st year RSI Final exam. If a 75% or greater score is achieved, this apprentice will be advanced to the 2nd year RSI class.**

**Low Energy/Sound and Communication Technician and Construction Electrician only: If an 80% or greater score is achieved on the 1st year RSI Final Exam, the apprentice may request permission from the Training Director to challenge the 2nd year RSI Final Exam. If a 75% or greater score is achieved, the apprentice will be advanced to the 3rd year RSI Class.**

**Construction Electrician only: If an 80% or greater score is achieved on the 2nd Year RSI Final Exam, the apprentice may request permission from the JATC to challenge the 3rd year RSI Final Exam. If a 75% or greater score is achieved, the apprentice will be advanced to the 4th year RSI class. An apprentice may not retake any test or exam.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

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**Disciplinary Probation:** A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

**Suspension:** A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

**Cancellation:** Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

### **A. General Procedures**

**The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards and published policies of the Apprenticeship Committee.**

- 1. The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- 2. In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
- 3. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustees of the trust fund.**
- 4. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- 5. Previous Experience (OJT):**

**Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee at the time they make applications or before they sign an agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate**



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period, and such advanced credit shall be subject to review prior to his/her next advancement.

**6. Advancement of Apprentices:**

- a. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The JATC will also receive a monthly work experience report showing the experience and training in the various work processes.
- b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

**7. Local JATC Rules and Policies:**

The apprentice will be provided with a copy of written Rules and Policies and will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies. Failure to follow these rules and policies may be grounds for disciplinary action, suspension, or cancellation from the program. See Attachment A - Rules, Policies & Advancement for all Apprentices Procedures (Under Section X.B of these Standards).

**8. Adjustment of Differences:      Cancellation of Registration:**

- a. The Committee may cancel the Apprenticeship registration and remove the apprentice from the apprenticeship program for cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
- b. Any apprentice shall have the right to appear before the Committee if the probationary period is completed.
- c. The Apprentice registration may also be canceled by mutual consent of all parties of the registration.
- d. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

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- e. The apprentice will be notified in writing of cancellation and given the Department of Labor and Industries Apprenticeship Coordinator contact information.

**9. Complaint Procedure: Refer to WAC 296-05.**

**10. Certificate of Completion:**

The Committee will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the Committee after the conditions shown in Sections X.12.c(1), (2), (3), & (4) of these standards have been met.

**11. Safety and Health Training:**

- a. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 29, 1970 as amended by Public Law 101-552, dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal standards.
- b. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- c. The JATC shall see that all apprentices complete CPR/First Aid training during their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training may require additional classroom hours.

**12. Statement of Policy:**

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Apprenticeship Committee.

**a. Apprentice Job Assignment:**

- (1). Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill

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such vacancies shall be made by the referral office upon receipt of an assignment by the training director.

- (2). When an apprentice becomes unemployed for any reason, he/she shall report to the training director no later than the third working day after termination.
- (3). The Committee shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to transfer or rotate an apprentice from one employer to the other to provide diversity of training or work opportunity. The arrangement of these transfers shall be made by the training director in cooperation with all parties concerned.

  - (a) In conformity with the Standards, it is the policy of the Puget Sound JATC Apprenticeship Committee to rotate apprentices from shop to shop to gain experience working for various types of electrical contractors during different phases of electrical work. To that end, every effort will be made to have the apprentice work for at least three (3) different employers which are approved by the Committee as suitable places for training.
  - (b) To the extent possible, the apprentice will be rotated every 18 to 24 months. For exclusive maintenance assignments, apprentices shall be rotated after 10 to 12 months. For exclusive roadwork assignments, apprentices shall be rotated after six months. Thereafter, he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work, or when deemed suitable by the Committee. Every effort will be made to give the contractor a two-week notice as stated in the state apprenticeship standards.
  - (c) Consistent with employment opportunities, it is our desire to supply as close to the number of approximate hours in the major classifications as outlined by the current Standards.
- (4) No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program. No apprentice shall quit a job nor

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shall an employer fire an apprentice without either party first notifying the training director and giving the training director the opportunity to work out the problem. Failure to do so could be cause for the apprentice to be dropped from the program or the employer to be decertified as a place of training.

**b. Periodic Advancement of Apprentices:**

**(1). Prior to each advancement the training director will check the apprentice's progress on the job by contacting the proper supervisory personnel.**

**(2) Requirement for Advancement:**

**(a) Full attendance at school. There will be no excused late arrivals, absences, or early dismissals from class.**

**(b) Satisfactory grades in school (75% average minimum grade).**

**(c) Satisfactory reports from both employer and journey-level workers.**

**(d) Work experience reports turned in properly and on time.**

**(e) All fines must be paid.**

**(3) Each of the requirements will be checked prior to each advancement by the training director.**

**(4) Deficiency of any one or more of these requirements shall be cause of deferment of advancement.**

**(5) Future advancements will be calculated from the new date unless acted upon by the Committee. (Low Energy/Sound and Communication Technician program only)**

**(6) No advancement will be processed until the apprentice's work experience reports are up to date and in the JATC office.**

**(7) In the month that the apprentice has completed his/her period of advancement, the training director shall review and act on the following.**

**(a) Number of hours worked during the period.**

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- (b) Average school grades for the period of work experience.
  - (c) Work evaluation reports from employers and journey-level workers.
  - (d) Satisfactory completion of all three (3) requirements is reason for advancement to the next period of progression. Employers will be notified to increase the apprentice's wages.
- (8) The average number of hours of employment of all apprentices will be reviewed every six (6) months.
  - (a) A low average employment is sufficient reason to rotate apprentices for more equal employment opportunity.
  - (b) A low average employment could allow the Committee to set a maximum number of hours of credit which could be granted an apprentice if all other requirements were satisfactory.
- c. **Completion of Apprenticeship:**
  - (1) All apprentices who satisfactorily complete the required hours of OJT and of related supplemental instruction shall be required to take the first available State Electrical Journeyman Certificate exam. Any apprentice failing to achieve a passing score will be required to attend trade-related schooling as directed by the Committee. Failure to pass the next scheduled exam may result in disciplinary action, which may include rerating the apprentice to 75%, repeat of 4th year RSI, or cancellation of apprentice's registration agreement.
  - (2) All apprentices shall have and maintain a current Industrial First Aid card throughout their apprenticeship.
  - (3) All Construction Electrician apprentices registered after November 13, 2001 must complete the credits required for an Associate of Applied Science degree.
  - (4) When (1), (2) and (3) are met, the employers and IBEW Local 46 will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level workers' rate of pay.
- d. **Apprenticeship School:**

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- (1) Disciplinary problems shall first be handled by the training director. Whenever the director fails to produce the desired results, the training director shall refer the matter to the Committee for action.**
  - (2) If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has been before the Committee. The apprentice will have to make up the time missed during this suspended period.**
  - (3) All classes start and terminate at times set forth by the Committee.**
  - (4) Any apprentice who comes to class or returns from break, having used alcohol or drugs, will be removed from class with just cause.**
  - (5) Books and lesson material for the apprentice:**
    - (a) The Committee will purchase all lesson material and required textbooks and materials and arrange for their issue to the apprentice at cost.**
    - (b) The Committee will supply all textbooks and materials required for each instructor at no charge.**
  - (6) Apprentices shall not work overtime to the extent that they would be absent or tardy from school unless approved by the training director. Working overtime will not be an excuse for being absent.**
  - (7) An apprentice who has not paid tuition prior to the first day of class after each quarter begins will not be allowed in class. Every class session that is missed because of non-payment of tuition will be an unexcused absence. After three (3) unexcused absences, the apprentice will be dropped.**
- e. Work Experience Report:**
- (1) Each apprentice is required to fill out a work experience report monthly. This report shall be in the Committee office no later than the 10th of the following month.**
  - (2) Each apprentice who is late in returning his/her work experience report will have the following penalties imposed:**

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**First Offense - a monetary fine per JATC policy.**

**Second Offense - a monetary fine per JATC policy.**

**Third Offense - a monetary fine per JATC policy.**

**Fourth Offense - Cause for cancellation of registration or other disciplinary action as deemed by the committee.**

**f. Leave of Absence:**

**(1) Leaves of Absence or vacations must be requested and approved in advance. The Committee shall act on each request in a fair and equitable manner.**

**(2) Violations of the above may be just cause for cancellation of the Apprenticeship Agreement.**

**g. Performing electrical work for other than your referred employer, unless it has been specifically approved by the sponsoring parties shall be cause for removal from the job with no future referral unless acted upon by the Committee at their next regular meeting.**

**h. (1) Upon notification, apprentices shall attend special called meetings.**

**(2) Change of address and/or phone number must be reported at once to the JATC office.**

**(3) Apprentices shall be neat and presentable both on the job and in school.**

**i. Suggestions for improvement of the program or grievance of individuals are always welcomed by the committee.**

**j. Disciplinary Action:**

**Disciplinary action, which may include cancellation of the Apprenticeship Agreement will be taken by the Committee for the following reasons:**

**(1) Failure to perform the work on the job in a satisfactory manner.**

**(2) Failure to attend school regularly as required.**

**(3) Failure to maintain satisfactory grades as required.**

**(4) Failure to appear in response to notification.**

**(5) Failure to notify the Apprenticeship Committee of change of address or phone.**

**(6) Quitting an employer without cause (after investigation by the Committee).**

**(7) Failure to attend special called meetings.**

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- (8) Employment termination for just cause (i.e. attendance or productivity, etc.)
  - (9) Failure to adhere to the JATC Rules and Regulations.
  - (10) Failure to obtain and maintain a current training certificate.
- k. Authority for the above policy statement is given to the Committee in the Standards of Apprenticeship and Training, as approved by the Washington State Apprenticeship and Training Council.
- l. **Supervision of Apprentices:**

An apprentice is to be under the supervision of a journey-level worker of the respective occupation at all times. Journey-level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentice.

B. Local Apprenticeship Committee Policies

**ATTACHMENT A - RULES, POLICIES, & ADVANCEMENT PROCEDUES  
FOR ALL APPRENTICES**

- 1. The school year is in session as scheduled by the J.A.T.C.
- 2. Apprentices must be signed in and seated in the classroom by the announced time.
- 3. Apprentices must have workbook or other assignments completed before class time to receive credit for class, and all applicable reference texts must be brought to class.
- 4. As stated in RCW 375.36, instructors have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objective of the course. An instructor has the authority to exclude a student from any single class session during which the student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum. The instructor shall report any such exclusion from class to the training director, who shall refer the matter to the JATC if required.
- 5. Night class hours are from 5:00pm to 8:30pm unless otherwise announced, and coffee break shall be limited to 15 minutes. Day class hours are 7:30am to 4:00pm unless otherwise announced, with one-half (1/2) hour for lunch.



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6. **Full attendance is mandatory. There will be no excused late arrivals, early dismissals or absences without approval of the J.A.T.C.**
  - a. **Definition of absence is: No signature on class sign-in sheet within 10 minutes of class start time.**
  - b. **Absence Policy**
    - (1) **At the next scheduled class after an absence, the apprentice must submit to the instructor documentation of hardship supporting the previous class period absence. Failure to produce documentation of hardship will result in suspension from class until documentation is produced.**
    - (2) **Upon the third absence, a certified letter will be sent to the apprentice stating that three (3) absences have been accrued and that a fourth absence will result in the repeat of the school year.**
    - (3) **Upon the fourth night school absence, or fourteen (14) hours of missed day school, the apprentice will be required to appear before the JATC committee and repeat the school year. The apprentice will not be allowed to graduate to the next pay scale until the repeat year is completed. The above may be waived if proof of hardship can be produced to justify all missed class time.**
    - (4) **Upon the fifth night school absence or seventeen and a half (17-1/2) hours of missed day school, the apprentice will be required to appear before the JATC committee and be dropped from the program unless proof of hardship can be produced to justify all missed class time.**
  - c. **Missed school hours must be made up as directed by the JATC.**
7. **Test Make-up Procedure -- There will not be any automatic test make-up privileges. The apprentice must within 48 hours present to the training director documentation of hardship as to the reason for being absent from class on the night of the test (i.e. doctor's note, missed work due to illness, etc.). The training director will make a determination as to the validity of the documentation, and the eligibility to re-test.**
8. **Advancement to the next pay level will be authorized upon verification of required work hours, satisfactory progress in school with at least a 75% grade average, and payment of any late timesheet penalties.**

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**9. Monthly Reports**

- a. Each apprentice is required to fill out a work experience time sheet monthly. This report shall be in the apprenticeship office no later than the 10<sup>th</sup> of the following month.
  - b. Each apprentice who is late in returning his/her work experience time sheet will have the following penalties imposed:
    - (1) First Offense – a monetary fine per JATC policy.
    - (2) Second Offense – a monetary fine per JATC policy.
    - (3) Third Offense – a monetary fine per JATC policy.
    - (4) Fourth Offense – Cause for cancellation of registration or other disciplinary action as deemed by the Committee.
  - c. A notification letter will be sent at the 2nd and 3rd offense for late time sheets. The letter will state that at the fourth offense the apprentice will be suspended from work and school until all time sheets are turned in and all penalties are paid. Time sheets will be turned in as long as the apprentice is registered with the program.
- 10. No apprentice can refuse a job assignment, or quit a job within the counties covered by the apprenticeship standards. When an apprentice becomes unemployed for any reason, the apprentice shall report to the apprenticeship office within three (3) working days of lay-off to sign the out-of-work book. Failure to comply will result in disciplinary action.**
- 11. All apprentices who satisfactorily complete all work and school hours shall be required to take the first available State Electrical Journeyman Certificate exam. Any apprentice failing to achieve a passing score will be required to attend trade-related schooling as directed by the Committee. Failure to pass the next scheduled exam may result in disciplinary action up to and including cancellation of the apprentice's registration agreement.**

**I HAVE READ AND UNDERSTAND THESE CONDITIONS OF  
APPRENTICESHIP AND WILL ABIDE BY THEM AS SET FORTH BY THE  
PUGET SOUND ELECTRICAL APPRENTICESHIP COMMITTEE (J.A.T.C.)**

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**(Signature)**

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**(Name - printed)**

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**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND**  
**TRAINING COMMITTEE**

**(Date)**

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

**If the apprentice or local committee/organization disputes supervisor decision:**

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

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requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Apprenticeship Committee shall be composed of an equal number of members representing the employers and the International Brotherhood of Electrical Workers' Local Union No. 46. The selection of these individual members will be made by the groups they represent.**

**Quorum: Four (4) members of the Committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**

Program type administered by the committee: **GROUP JOINT**



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The employer representatives shall be:

**Barry Sherman, Secretary  
Puget Sound Chapter NECA  
1200 Westlake Avenue North, Suite 810  
Seattle, WA 98109**

**Mark Undseth  
Nelson Electric  
9615 Stone Ave. N.  
Seattle, WA 98103**

**Gloria Ashford  
909 Kirkland Avenue  
Kirkland, WA 98033**

**Wayne Tyrrell  
Prime Electric, Inc.  
13391 SE 26th Street  
Bellevue, WA 98005**

The employee representatives shall be:

**William Mirand, Chair  
IBEW Local 46  
2700 First Avenue  
Seattle, WA 98121**

**Alvin Whittaker  
3117 25th Avenue South  
Seattle, WA 98144**

**James Tosh  
IBEW Local 46  
2700 First Avenue  
Seattle, WA 98121**

**Theresa Allbery  
PO Box 358  
Granite Falls, WA 98252**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**LOW ENERGY/SOUND COMMUNICATION SUBCOMMITTEE**

**The Employee Representatives Shall Be:**

**James Tosh  
c/o IBEW Local No. 46  
2700 First Avenue  
Seattle, WA 98121**

**John Boadle  
c/o Puget Sound Elec. JATC  
5700 - 6th Avenue. South Suite 200  
Seattle, WA 98108**

**The Employer Representatives Shall Be:**

**Geoff Newman  
c/o Evergreen Technologies  
1955 First Avenue South  
Seattle, WA 98134**

**Mike Holmes  
c/o Holmes Electric  
PO Box 179  
Renton, WA 98055**

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**SHOP ELECTRICIAN/SOUND COMMUNICATION & ELECTRICAL  
CONTROL TECHNICIAN SUBCOMMITTEE**

**The Employee Representatives Shall be:**

**Scott Moser  
12304 45th Ave., SE  
Everett, WA 98203**

**Mike Curtiss, Chairman  
433 50th St., SW  
Everett, WA 98203**

**The Employer Representatives Shall be:**

**Robert Hurst, Secretary  
Lloyd Control, Inc.  
21414 - 66th Ave., W.  
Mountlake Terrace, WA 98043**

**Rick Blunt  
Electrocom  
6815 216th St., SW  
Lynnwood, WA 98036**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**William Bowser  
550 SW 7th Street  
Renton, WA 98055**